



## CASWELL COUNTY

*"Preserving the Past, Embracing the Future"*

### POSITION VACANCY

**POSITION AVAILABLE:** Housing Specialist I  
**DATE POSITION AVAILABLE:** Pending 2013 – 2014 Budget Approval  
**DEPARTMENT:** Section 8 Housing Authority

#### **General Statement of Duties**

Performs duties relating to determining eligibility of clients and assisting in the necessary actions required to provide housing as it relates to the Housing Authority program. The position requires accurate and detailed maintenance of verified data. The employee will greet clients and visitors and direct appropriately. Work is performed under general supervision of the Housing Director through periodic conferences, review of reports, files and appropriate audits.

#### **Duties would include:**

- Accepting applications from perspective clients in a thorough and accurate manner
- Verifying information through appropriate sources
- Assisting clients, landlords and tenants in preparing, documenting and signing appropriate paperwork
- Managing appropriate information electronically and updates files when necessary
- Processing renewals, contracts and interim adjustments
- Scheduling inspections through tenants and appropriate housing staff annually or as deemed necessary
- Reviewing files with tenants to verify accuracy of information
- Receiving visitors and answers incoming phone calls and directs accordingly

#### **Knowledge, Skills and Abilities**

Knowledge of :

- Federal housing regulations as related to Housing Authorities.
- Interviewing techniques, as well as the ability to verify information received.
- Office practices and procedures.

Ability to:

- Express ideas clearly and concisely.
- Communicate effectively both orally and in written format.
- Follow oral and written instructions accurately.
- Work efficiently and accurately.
- Accept changes while working under an occasionally stressful environment.
- Deal courteously and effectively with the public by phone and in person.
- Establish and maintain effective working relationships with clients, housing program staff, county employees and the general public.

#### **Physical Requirements**

Must be able to physically perform the basic life functions. Work may involve light to medium force occasionally, in filing and storing documents. Employee must have the physical agility to move about freely. An employee must have visual acuity to be able to read and write handwritten and typed material. An employee in this class must be able to talk and hear in order to respond effectively to the public and other employees.

#### **Training and Experience Required:**

Prefer completion of an associate degree in a related field. Minimum requirements include a high school diploma and 3-5 years experience involving public contact or an equivalent combination of experience and training, efficient in general office duties and proficiency in use of computer skills, program data entry and Microsoft Office skills.

**Posting Date: June 13, 2013**

**Closing Date: June 26, 2013 - 5:00 pm**

**If interested and qualified please submit Caswell County Application (found on county website; [caswellcountync.gov](http://caswellcountync.gov)) and mail to Human Resources, PO Box 94, Yanceyville, NC 27379**